

3 NOV 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (27 October-2 November 1982)

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Office of the Director of Information Services

The Director of Information Services addressed the Retirement Information Seminar on the Voluntary Investment Plan on 28 October.

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The Combined Federal Campaign came to a close on 29 October. OIS exceeded its goal of \$2,678 through the generous support of its employees who contributed \$3,000.

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Records Management Division

An RMD officer attended a presentation by IBM on the Information Center concept. This talk was part of the Brown Bag Seminars sponsored by the Analytic Support Group, Office of Current Production and Analytic Support, DDI. IBM described the concept as an organizational approach to improve the productivity of managers and staff professionals by placing the power of the computer at their disposal in a "do-it-yourself" manner rather than having to wait for applications development. The Information Center provides the "end-users" the tools and support to take advantage of computer capability without the need for data processing background.

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Two RMD officers attended a two-hour presentation on "Electronic Printing and Laser Technology" at the Department of Agriculture auditorium. The presentation was sponsored by the Forms Management Council of the Information Resources Administration Councils.

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Regulations Control Division

During this reporting period RCD reduced its active workload to 114 regulatory issuances and carried out 78 processing actions. There were a number of issuances of general interest including announcements of appointments to key positions of Eloise R. Page as Deputy Director of the Intelligence Community Staff and  as Deputy Comptroller.

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RCD completed its coordination of [ ] , Termination of Employment, and [ ] , Voluntary Separations, which were given priority handling and processing. These regulations, initiated by the Office of Personnel in conjunction with the Office of General Counsel, received full Agency coordination and are being prepared for DCI signature and approval. [ ]

Classification Review Division

The Division reviewed 11 OSS documents (16,368 pages), 65 documents (211 pages) of the Foreign Relations of the United States series, three documents (480 pages) for the Publications Review Board, and 11 miscellaneous documents (122 pages). [ ]

\*Chief, CRD and a CRD officer visited the Library of Congress and reviewed about 2,000 pages of material all of which could be declassified. The material was part of the Margaret Mead papers which were deeded to the Library of Congress. (In some respects the Library of Congress functions much like the Presidential libraries and is deeded papers of many prominent people. The papers are handled according to the directions set out in the deed of gift. When national security information is encountered, steps are taken to have the concerned executive agency or agencies review and declassify it.) The Mead material reviewed consisted of interviews of German and Japanese POWs made during and immediately after WWII and the analyses and conclusions drawn from the knowledge acquired of the German and Japanese cultures. [ ]

Information and Privacy Division

A separate report is attached. [ ]



Attachment:  
As stated

DD/OIS [ ] (3 Nov 1982)

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